

**ADMINISTRATIVE-INTERNAL USE ONLY**

24 April 1972

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Non-Standard Work Week

REFERENCE : Memorandum for DDS from D/OP dated  
8 February 1972, Same Subject

1. Paragraph 5 has a recommendation for your approval.
2. Reference proposed a non-standard work schedule which included one 8-hour Sunday every other week. Included in the approval guidelines (paragraph 4E, Ref.) was the stipulation that existing regulatory provisions governing Sunday work and Night Differential would apply to this schedule.
3. We found that there were some deficiencies in this proposed schedule, e.g., unchanging work days, and a short (8 hours) break between evening shift and day shift which affected one man of that team every two weeks. We arrived at a schedule, attached, which is an improvement on the original proposal in that it gives every man a minimum of 12 hours rest and it gives us 4 man teams even on the weekends. The new schedule gives a variety of work days. It is still an 80 hour bi-weekly schedule but the shifts are 7 to 7, one day in the period is an 8 hour day, and Sunday (is or may be) a 12 hour day. CRS implemented this schedule on 2 April 1972.
4. It has been our thinking that the 12 hour day calls for blanket substitution of 12 hours for 8 hours in all matters of pay and leave administration. We look at the 8 hour limitation on Sunday Premium Pay, and on Leave in connection with Night Differential as a continuing application of the existing standard work day (CRS's is different) and not as a percentage of the bi-weekly period (CRS's is the same).

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5. We therefore request that approval be granted to exempt CRS Computer Operations from the 8 hour limitation on Leave/Night Differential and Sunday Premium Pay as stated in [REDACTED] substituting instead 12 hours. Further request that effective date of this approval be 2 April 1972.

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[REDACTED]  
H.C. EISENBEISS

Director, Central Reference Service

Attachment: A/S

Concur:

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Director of Personnel

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Director of Finance

The recommendation in paragraph 5 is approved.

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Deputy Director for Support

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